



## DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70148-5401

NAVRESINFOSYSOFFINST 5236.2  
N242  
16 Sep 1999

### NAVRESINFOSYSOFF INSTRUCTION 5236.2

Subj: ACQUISITION MANAGEMENT OF INFORMATION TECHNOLOGY (IT)  
INFRASTRUCTURE RESOURCES

Ref: (a) DoD 5000.2-R  
(b) SECNAVINST 5000.2B  
(c) SEO/MP ltr Ser MP10/181 of 1 Jul 98 (NOTAL)  
(d) ASN(RD&A) memo of 22 Jul 97  
(e) COMNAVRESFORINST 5236.1E  
(f) CNO Washington DC (N6) MSG R011852Z Jun 94  
(g) Federal Acquisition Regulation  
(h) NAVRESINFOSYSOFFINST 5224.1A  
(i) COMNAVRESFOR ltr 5230 Ser N0012/1124 of 9 Dec 97  
(j) COMNAVRESFOR Table of Allowance  
(k) ASD memo of 25 Jul 97  
(l) OPNAVINST 5290.1A

Encl: (1) IT Acquisition Paper (ITAP)

1. Purpose. To establish the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) procedures for the acquisition of IT resources per references (a) through (l).

#### 2. Background

a. NAVRESINFOSYSOFF is responsible for the acquisition and management of IT resources worth millions of dollars. Establishing policy and procedures for IT acquisition will ensure compliance with references (a) and (b), the Department of Defense (DoD), and the Department of the Navy (DON) acquisition management programs, and realize the full benefits of all IT expenditures in terms of cost, quality, and mission performance.

b. Per reference (c), the Commander, Naval Reserve Force (COMNAVRESFOR), Deputy Chief of Staff (DCOS) for Force Information Technology (N6) is the program decision authority for Naval Reserve infrastructure and non-manpower and personnel information systems Abbreviated Acquisition Programs (AAPs), and management of day-to-day maintenance efforts of Naval Reserve's Manpower and Personnel (MP) legacy systems. The Systems Executive Officer for Manpower and Personnel (SEO/MP) will retain program decision authority for all Naval Reserve new and

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reengineering MP information systems initiatives, direction, and control per reference (d).

c. Per reference (b) and pending revision of reference (e), programs cannot be artificially divided into separate entities for the purpose of qualifying as AAPs. Development of an information system by a Naval Reserve activity must conform to the requirements of references (a) and (b). AAPs shall not be initiated without funding and a written requirement authorized by the Chief of Naval Operations resource sponsor or designee, and endorsed by the appropriate IT Functional Area Point Of Contact (FAPOC) prior to program decision authority approval. IT FAPOCs are listed in reference (b). The program decision authority will identify and acquire IT FAPOC approvals.

d. COMNAVRESFOR Commercial-Off-The-Shelf (COTS) Preferred Software and Hardware Configuration Baseline of reference (i) (under revision) are the standards for procuring IT resources for Naval Reserve activities. Requests for IT equipment in excess of an activity's Table of Allowance (TOA), reference (j), must be fully justified and, in conjunction with NAVRESINFOSYSOFF, approved by COMNAVRESFOR (N6) if the request is for infrastructure to support the Naval Reserve. The COTS baseline and the TOA will be reviewed periodically and updated as required.

e. Per references (b) and (k), IT acquisitions, unless approved under separate AAP or program authority, must be supported by an approved IT Acquisition Paper (ITAP), formerly known as an ASDP. COMNAVRESFOR (N6) grants limited local IT procurement authority annually. ITAPs must be submitted in the format of enclosure (1) for local approval or for forwarding to higher authority (COMNAVRESFOR (N6) or SEO/MP) as required. ITAPs will be signed by a government department head and submitted to NAVRESINFOSYSOFF Administrative Support Branch (N254) for processing.

f. Unfunded requests for infrastructure IT resources are discouraged. Unfunded requirements must be mission critical, or an unexpected requirement that must be purchased during the current fiscal year.

g. Approved ITAPs will be reported back to the SEO/MP or COMNAVRESFOR (N6) as required; and those infrastructure IT resources acquisition requests not procured prior to the procurement authority expiration date will be returned to the originator to be re-validated and resubmitted for acquisition approval. IT acquisitions should support an approved program; and all IT acquisitions/purchases must be reported back to the appropriate program manager.

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### 3. Applicability

a. This instruction applies to NAVRESINFOSYSOFF personnel including Central Design Activity (CDA) Detachments.

b. This instruction applies to the acquisition of all NAVRESINFOSYSOFF infrastructure IT resources.

c. Per references (b) and (e), the provisions of this instruction do not apply to IT-related supplies. (IT-related supplies are any consumable items designed specifically for use with IT equipment, software, services, or support services. Examples of IT-related supplies include telecommunications fuses and connectors; floppy diskettes; CD-ROM disks and laser optical disks; backup cartridges; cables and wires; print wheels; printer ribbons; ink for ancillary equipment; printer paper; IT equipment cleaning kits; magnetic tape; magnetic disks; and all other similar items designed specifically for use with IT equipment in the creation, transmission, and maintenance of automated information, data, records, or files.)

d. Procurement of cellular phones is governed by reference (f) .

e. Facsimile equipment/services will be covered by a blanket procurement approval issued annually by COMNAVRESFOR (N6).

f. Per reference (e), this instruction does not apply to Visual Information (VI) equipment (e.g., video projectors, interactive videodisc systems, video-teleconferencing devices, visual aids, visual presentation services, and the associated support processes) which are governed by reference (1).

### 4. Responsibility and Accountability

a. NAVRESINFOSYSOFF personnel will adhere to this instruction. Individuals who violate these procedures may be subject to disciplinary action.

b. Department and division directors will coordinate and control IT resources acquisitions by subordinate staff personnel.

c. NAVRESINFOSYSOFF Resource Management Department (N2) will coordinate and process IT resources acquisition requests for the command; identify budgeted funds for IT acquisitions; and forward the requests recommending disposition to the appropriate approval authority.

d. NAVRESINFOSYSOFF Logistics/Field Support Division (N24) will:

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(1) Process and recommend disposition of infrastructure IT resources acquisition requests per references (a) through (g); and develop procedures governing the infrastructure IT resources acquisition and distribution process.

(2) Establish and coordinate procedures to ensure NAVRESINFOSYSOFF does not exceed procurement authority dollar threshold per reference (e).

(3) Develop and maintain the command's TOA of IT resources contained in reference (j), and the COTS standard baseline contained in reference (i).

(4) Process and coordinate IT resources requests received from SEO/MP, COMNAVRESFOR (N6), and NAVRESINFOSYSOFF, including field activities, for acquisition and/or technical review.

e. NAVRESINFOSYSOFF CDA Detachments will implement internal procedures to ensure compliance with this instruction. Ensure NAVRESINFOSYSOFF (N242) is 'copy to' on the implementing instruction.

## 5. Action

a. NAVRESINFOSYSOFF personnel will:

(1) Complete an ITAP in the format of enclosure (1) fully justifying the requirement, and identify funds for infrastructure IT resources.

(2) Specify the proposed acquisition strategy including the Standard Form (SF) 36, contract vehicle, market survey (if applicable), and provide a distribution list for the IT resources. Coordinate the acquisition strategy with NAVRESINFOSYSOFF Contracting/Purchasing Department (N14) prior to completing the ITAP.

(3) Ensure that all requests for microcomputers include sufficient licenses for networking software.

(4) Forward the original request via the chain of command to the department director for approval and coordination.

(5) Report IT acquisitions/purchases back to the appropriate program manager.

b. NAVRESINFOSYSOFF department and division directors will:

(1) Certify for each procurement that the IT resources: Have been verified as a valid requirement; have funds available;

contain acquisition strategy; are compatible with DoD, DON, COMNAVRESFOR, and NAVRESINFOSYSOFF applications and network interfaces; and are Y2K compliant.

(2) Sign and/or endorse the request as deemed appropriate.

(3) Forward the original ITAP to NAVRESINFOSYSOFF (N24) for coordination via the Action Tickler Coordinator, NAVRESINFOSYSOFF (N254).

(4) Ensure project managers perform advance infrastructure IT resources requirements analyses, identifying IT equipment and software needed (including maintenance and replacement).

(5) Develop Program Objectives Memorandums (POMs) and spending plans to support infrastructure IT acquisitions.

c. NAVRESINFOSYSOFF (N2) will:

(1) Endorse completed ITAPs for IT resources, and forward to appropriate authority for approval.

(2) Return to the originator incomplete requests for IT resources, which are not technically sound (as determined by NAVRESINFOSYSOFF Director, Telecommunications and Operations Department (N5) and/or Software Engineering (NAVRESINFOSYSOFF (N00T)), or the procurement authority (date) has expired.

d. NAVRESINFOSYSOFF (N254) will:

(1) Track on the command Action Tickler System requests for IT resources from the originator until locally approved, disapproved, or endorsed for approval to the appropriate approving authority.

(2) Forward all ITAPs with assigned tracking numbers from the Action Tickler System to NAVRESINFOSYSOFF (N24) for processing.

(3) Receive and process correspondence from NAVRESINFOSYSOFF (N24) detailing the recommended acquisition decision.

(4) Notify NAVRESINFOSYSOFF (N242) by copy of letter with signature, date, and serialization information of endorsements, approvals, or disapprovals of ITAPs for coordination.

(5) Return to the originator all ITAPs determined incomplete by the processing chain.

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(6) Process mailing of approved, disapproved, or endorsed ITAP correspondence.

(7) Annotate the Purchase Tracking Log of the approved IT resources acquisition request using the assigned tracking number. Track until date the material is received by Logistics/Field Support Division Shipping and Receiving (NAVRESINFOSYSOFF (N245)) or upon notification from NAVRESINFOSYSOFF (N242) to close out the ITAP. ITAPs submitted to higher authority during the previous fiscal year will be carried over to the new fiscal year for approval. ITAPs approved in the previous fiscal year will be carried over until closed by receipt of materials, cancellation, or expiration.

(8) Update the status of acquisition processing on the Purchase Tracking Log as received from NAVRESINFOSYSOFF (N14) and provide current status updates as required.

e. NAVRESINFOSYSOFF (N24) will:

(1) Ensure the command's procurement authority dollar threshold is not exceeded.

(2) Evaluate the ITAP and review for completeness (i.e., mission need, IT resources required, costs, benefits, funding, acquisition strategy, required signature, etc.).

(3) Evaluate the proposed solution and other alternatives documented in the request ensuring that all potential options, the costs for each, funding, any conversion considerations, and a strategy for avoiding obsolescence are presented.

(4) Coordinate review of technical requirements with NAVRESINFOSYSOFF (N5) and/or the appropriate Software Engineering (NAVRESINFOSYSOFF (N00T)) department, and obtain endorsements and/or recommendations.

(5) Use the COTS baseline of reference (i) as the standard for processing IT resources ITAPs for the Naval Reserve, ensuring the requests for IT equipment are not in excess of, COMNAVRESFOR's TOA (published in reference (j)). Forward requests that are in excess of the TOA to COMNAVRESFOR (N6) for review and appropriate action.

(6) Return incomplete ITAPs, those not technically sound (as determined by NAVRESINFOSYSOFF N5 and/or N00T), and those in which the procurement authority date has expired, via NAVRESINFOSYSOFF (N2) to the originator with an accompanying cover letter detailing the deficient areas.

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(7) Forward the completed ITAPs via NAVRESINFOSYSOFF (N2) to the appropriate procurement approval authority (SEO/MP, COMNAVRESFOR (N6), or NAVRESINFOSYSOFF).

(a) Forward those ITAPs supporting MP information systems via NAVRESINFOSYSOFF (N2) to SEO/MP for appropriate action per references (c) through (e).

(b) Forward those ITAPs under NAVRESINFOSYSOFF's cognizance and within the command procurement authority dollar threshold via NAVRESINFOSYSOFF (N2) to NAVRESINFOSYSOFF (N00) for approval.

(c) Forward those ITAPs that exceed the command's approval authority to COMNAVRESFOR (N6) for approval.

(8) Forward the original approved ITAPs with accompanying approval letters to the originator.

(9) Forward copies of approved ITAPs to NAVRESINFOSYSOFF (N14) for procurement action, NAVRESINFOSYSOFF Financial Management (N21, N22, and N23) financial managers for funding, and NAVRESINFOSYSOFF (N254) for tracking.

(10) Notify NAVRESINFOSYSOFF (N254) when to close out an ITAP from the Purchase Tracking Log.

(11) Maintain appropriate records of approval actions for inspections and audits, and notify SEO/MP or COMNAVRESFOR (N6) as required of the approved ITAPs.

(12) Perform infrastructure IT resources requirements analyses, combining requirements from different NAVRESINFOSYSOFF departments (excluding NAVRESINFOSYSOFF Telecommunications and Operations Department (N5)), requesting major consolidated IT acquisitions vice individual, whenever possible. This will require NAVRESINFOSYSOFF departments' project managers to do advance planning including the development of POMs and spending plans to support infrastructure IT acquisitions.

f. NAVRESINFOSYSOFF (N5) and (N00T) departments will:

(1) Perform technical requirements reviews of IT resources acquisition requests (ITAPs) to ensure compliance with Defense and Navy technical architectures and standards including Defense Information Infrastructure (DII) Common Operating Environment (COE) and Year 2000 (Y2K) compliancy, network interfaces, and other mandatory or necessary technical requirements.

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(2) Evaluate identified requirements for validity using established guidelines to ensure configurations support relevant applications and DoD hardware objectives.

(3) Provide endorsements and/or recommendations for office automation and NAVRESINFOSYSOFF developed information systems, respectively.

g. NAVRESINFOSYSOFF (N14) will:

(1) Assist NAVRESINFOSYSOFF personnel with, and validate the proposed acquisition strategy (i.e., SF 36, contract vehicle, and market survey) for the infrastructure IT resources as mentioned in paragraph 5a(2) above.

(2) Initiate procurement actions for all approved IT equipment and software based upon recommendations from NAVRESINFOSYSOFF (N24) per references (a) through (g). Ensure that established General Services Administration (GSA) schedules or approved government source contracts are used to acquire the IT resources.

(3) Initiate major consolidated IT acquisitions vice individual, whenever possible.

(4) Ensure that appropriate acquisition approval documentation is in place prior to purchase.

(5) Ensure the Action Tickler System tracking number assigned by NAVRESINFOSYSOFF (N254) for ITAPs is annotated on the procurement document.

(6) Execute the buy and notify NAVRESINFOSYSOFF (N254), in a timely fashion, when a purchase has been executed against a specific IT acquisition request (ITAP).

(7) Ensure that the IT resources are delivered to Logistics/Field Support Division Shipping and Receiving (NAVRESINFOSYSOFF (N245)), and not to the individual user.

h. NAVRESINFOSYSOFF (N245) will notify the originator or originator's designated point of contact, and NAVRESINFOSYSOFF (N242) when IT resources have been received through Shipping and Receiving.

i. NAVRESINFOSYSOFF (N21/N22/N23) will ensure that IT resources are acquired with proper budgeted funds (i.e., approved by the comptroller and charged to the Automatic Data Processing



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program line within each NAVRESINFOSYSOFF department's/activity's operating budget).



A. A. Bailey

Distribution: (NAVRESINFOSYSOFFINST 5216.1)

List A, B, and C

NAVRESINFOSYSOFF CDA Detachment Washington DC

NAVRESINFOSYSOFF CDA Detachment Memphis TN



IT ACQUISITION PAPER (ITAP)

1. Submitting Organization:

a. Provide department name, code identity, and where the IT will be installed/performed.

b. Point of contact name, position title, code identity, and telephone number (e.g., program/project manager, technical manager, and contracting officer assigned to the acquisition).

2. Date of Submission:

3. Mission Need: Provide a brief but specific description of primary agency programs and information systems that the IT will support. Outline the need for IT concerning specific elements of the component's mission/goals. Briefly summarize functional requirements and information dependent tasks. Indicate the authority requiring each functional requirement described.

4. Current Support: Provide a brief but specific description of the current IT supporting these programs. Evaluate the impact of maintaining the status quo.

5. IT To Be Acquired: Identify IT resources (e.g., hardware, software, services, support services) that will satisfy the information processing needs. Discuss considerations for Year 2000 (Y2K) compliance. Provide assumptions and constraints considered in your selection. Identify the expected tangible and intangible benefits (e.g., improvement to functional support, cost savings, cost avoidance) and give cost/benefits rational.

6. IT Cost: Summarize projected costs (including annual maintenance, if applicable) of each element of the proposed solution. Total IT cost for all years (total ownership cost) should correspond to the planned life of the IT acquisition.

Type of IT	Estimated Cost
- IT Equipment	
- IT Software	
- IT Services	
- IT Support Services	
Total IT Cost	
Total Cost Other Than IT	
Total Acquisition Cost	

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7. Other Alternatives Considered: Consider other alternatives including manual methods, existing capacity, and existing equipment residing in external organizations/services. Summarize projected costs (including annual maintenance, if applicable) for each alternative considered. Explain why each alternative was not selected as the proposed solution.

8. Funding: Identify available funds including source of funds and type (e.g., O&MNR, OPN). Confirm that an IT investment agreement has been reached with the functional sponsor. Justification of unfunded issues must be addressed.

9. Acquisition Strategy: Summarize the proposed acquisition strategy, as applicable. (Attach SF 36)

a. Projected issue date (month/year) of proposed solicitation, request for information, or equivalent acquisition document:

b. Estimated award/agreement date (month/year) for IT acquisition:

c. Competitive/other than full and open:

d. IT Acquisition life (include base and all optional periods):

e. IT Acquisition type (include maintenance, if required; recommend 3 year on-site):

f. List of using organizations or users (e.g., DOD-wide):

10. Risk Assessment: Identify and assess the risks associated with the IT acquisition. Assessment of risks should address, as appropriate, areas such as: Project size and scope, project longevity, technical configurations, unusual security requirements, special project management skills, software complexity, system integration requirements, and existing technical and management expertise.

11. Interface Considerations: Describe planned and potential interface with systems external and internal to the organization. If a Local Area Network interface is proposed, provide considerations and interface requirements identified during the selection process. Describe anticipated advantages or problems associated with these interfaces.

12. Transition Strategy: Describe conversion considerations and any associated risks that have to be managed, and strategy for avoiding obsolescence, including expected life and estimated cost for replacement.

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13. Architectural Compliance: Confirm that the IT acquisition conforms to the technical architecture defined in the Technical Architecture Framework For Information Management (TAFIM) and the mandates of the Joint Technical Architecture (JTA), including Defense Information Infrastructure (DII) Common Operating Environment (COE) compliance. If the IT supports an architecturally non-compliant legacy system that is not being brought into compliance, explain this and name the legacy system.

14. Other Comments: Include any additional information that will simplify understanding and evaluation of this request.

15. Joint Approval Signatures

Submitted by: \_\_\_\_\_ Functional Requirements Validated: \_\_\_\_\_

\_\_\_\_\_  
Program Manager                      Date      Department Director                      Date

Resource Management Department Approval:

\_\_\_\_\_  
Director, Resource Management                      Date

NAVRESINFOSYSOFF Approval:

\_\_\_\_\_  
Director, NAVRESINFOSYSOFF                      Date

Approval Letter \_\_\_\_\_ Ser \_\_\_\_\_ Dated \_\_\_\_\_

IT Functional Area POC:

\_\_\_\_\_  
Cognizant IT FAPOC                      Date

\_\_\_\_\_  
Program Decision Authority Date

Approval Letter \_\_\_\_\_ Ser \_\_\_\_\_ Dated \_\_\_\_\_

